

Road Project STAGE 2 Submittal Checklist

(Disclaimer: This checklist is dynamic and not inclusive of all items. **The items in the checklist are guidelines. If there are any conflicts with this list and Chapter 14 of the Design Manual, the Design Manual will govern.** The designer is responsible for completeness and accuracy for all items included in the contract.)

I Hearing Plans or STAGE 2

► ERMS Submittal for STAGE 2 should include the following;

- ☐ Transmittal Letter
- ☐ Woody Revegetation Plans (submit to Landscape Specialist)
- ☐ Hearing Plans w/ Cross Sections
- ☐ Right-of-Way Plans w/Cross Sections (For R/W Section Review)
- ☐ Draft Design Summary Report (to be used for the Hearing Section. No attachments required)
- ☐ Preliminary Design Computations
- ☐ Preliminary Quantity Calculations
- ☐ Preliminary Cost Estimate
- ☐ Scope/Environmental/Permit Form (all permits need to be identified)
- ☐ Quality Assurance Form
- ☐ Level 1 Design Criteria Checklist
- ☐ Any new Level 1, 2, 3 Design Exception Requests (required at this stage)
- ☐ Environmental Document (should be approved)
- ☐ (Previous Submittal) Mark-ups
- ☐ Verify previous review comments have been accounted for.
- ☐ Review Level One & Two Conformance– Verify correct criteria is being used (3R, 4R...)
- ☐ Traffic Plans (Signing, Lighting and Signals) are to be broken out into separate files.

► Review Plan Sheets

- ☐ Road Plan & Profile Sheet – Finalize right-of-way
- ☐ Design Information
 - ☐ Updated Cost Estimate (current version)
 - ☐ Draft Design Summary Report (for Hearing Section, no attachments required)

► Additional Concerns

- ☐ Review plans with respect to PFC minutes
- ☐ Environmental documents should be approved before scheduling the Hearing
- ☐ Review plans in accordance with the latest Design Memorandums. (Note: anyone doing reviews must be familiar with all the latest Design Memorandums)
- ☐ Do the plans comply with any recent changes to the Design Manual? (Note: Now in effect, all design manual changes will show the date the revision is made in the section heading of the online manual. All designers and reviewers must use the online version of the design manual.)
- ☐ Complete Review Comment Letter
- ☐ Complete Evaluation Form